


LAMAR UNIVERSITY

Principal Competencies and Skills for Principals Campus-Supervised Activities

Use this document to list your 38 principal competencies and skill area activities. Add more rows to this table as needed. Post your completed list on your eportfolio/wiki.

Activity	SBEC Competency Leadership Skill #	Activity Summary	Resource Person	Projected Date of Completion
Vision/Mission	1c	Review and compare two different district/school vision statements. Try to obtain these from two distinct types of districts/ schools. Note strengths and weaknesses of each, and make recommendations for your district. Include your recommendations in the notebook.	Principals	10/2012
Strategic Planning	2b	Review the strategic plan for your district/school. Note the personnel involved in the plan's development, implementation, and evaluation. Investigate support and concerns from the various parties involved. Include your findings and recommendations in the notebook.	Principals	10/2012
Data Collection and Analysis	3a	Review current requirements for your school under No Child Left Behind. Review the district's collection procedures and data collected. Interview persons directly involved, i.e., curriculum director, principal, teachers, and students. Analyze the data collected from each of the persons above, and compile a list of actions needed to meet NCLB guidelines.	Curriculum Director Principals, Teachers, Students,	10/2012

Effective Communication	4d	Choose two effective listening techniques (e.g., posing probing questions, body language, etc.), and apply the techniques in a student and/or parent conference. Personally assess the effectiveness in soliciting communication from the student and/or parent. Include the assessment in the notebook.	Principals	10/2012
Negotiating/ Consensus Building	5d	In leading your selected project, include the steps you used in gaining consensus for your project plan. Include the steps and assessment of outcomes and areas for needed improvement in the notebook.	Mentor, Myself	11/2012
Collaborative Decision Making	6a	In any of the activities chosen where you will be leading a group, practice each of the group leadership tasks cited above in activity (a). At the conclusion of the meeting, have the group members complete an evaluation of your performance of each of the tasks. Include a summary of the evaluations and recommendations or improvement in the notebook.	Group Members	1/2013
Analyzing the Curriculum	7e	Actively participate, if possible, or interview a person with experience in the textbook selection process. Include an overview of the process, evaluative criteria used, and recommendations for improvement in the notebook.	Stacey Kluttz Dana Burns	11/2012
School/Program Scheduling	8b	Participate in the process of student class scheduling. A brief overview of the process and any recommendations will be included in the notebook.	Principals	9/2012
Supervision of Instruction/ Instructional Strategies	9d	Observe one instructional assistant. Note duties, time, and expertise in academic assistance to the students. Include a summary of the observation and recommendations for	Instructional Assistant	11/2012

		improvement in the notebook.		
Learning/ Motivation Theory	10d	Meet with a group of teachers to assess the amount of teaching that is at each student's challenge level (Vygotsky's model). Solicit recommendations for achieving more instruction at each student's challenge level. Include methods and recommendations in the notebook.	Teachers	1/2013
Learning Technology	11d	Observe the use of technology in the library and/or computer lab. Discuss strengths and weaknesses of technology use in these areas with the librarian and/or lab supervisor and several students. Compare and contrast strengths and weaknesses given by students and adults. Include the comparisons and recommendations for improvement in the notebook.	Technology Assistant Librarian Students	11/2012
Evaluation of Student Achievement/ Testing and Measurement	12e	Randomly select a group of students and elicit their recommendations for how to improve preparation for test. Compile and critique the student recommendations, and address the issue of student input into this process. The critique and recommendation for student input will be included in the notebook.	Students	8/2012
Supervision of Co-curricular Education	13d	Meet with a group of randomly selected students to discuss the strengths and weaknesses of co-curricular activities. Recommendations for improving/expanding the strengths of such activities into other subject areas will be listed and included in the notebook.	Students	8/2012
Staff Development/ Adult Learning	14e	Survey a broad spectrum of teachers to elicit recommendations for more effective and relevant	Faculty Principals	11/2012

		professional development and to assess the degree of importance that professional development should have in teacher evaluation. Include the survey results and recommendations for effective professional development and its use in teacher evaluations.		
Change Process	15c	In your selected local project, devise a plan for any change affecting other individuals. Choose two of the individuals and discuss how they internalize or resisted the change. Include findings and recommendations with your project summary.	Myself Teachers	1/2013
Student Discipline	16d	With permission of the administration, participate in a conference dealing with student discipline. Critique the session with regard to consequences imposed and the need for additional assistance with improving social skills. Include the critique and recommendations in the notebook.	Principals	1/2013
Students Services	17b	Participate in a career or educational program session with a counselor and a student. A critique of the session will be included in the notebook.	Counselor	2/2013
General Office Administration/ Technology	18b	Review the job descriptions and evaluation forms for the key office personnel at the district/school. Following this review, meet with these persons (individually or as a group) to discuss their major duties, concerns, and recommendations for the actual work required and its relation to the job description and evaluation form.	Office Staff	1/2013
School Operations/ Policies	19c	Review the procedures for the district/school opening and closing of the school year. Observe or		5/2013

		take an active part in these procedures. Critique the effectiveness and major concerns of these procedures. Include the critique in the notebook.		
Facility and Maintenance Administration/ Safety and Security	20a	Examine reports from current local health and fire inspections, as well as any other required state of federal reporting data on maintenance of the facilities. Examine building work orders and work accomplished for the district/school. Complete a summary of findings and recommendations, and include it in the notebook.	Principals	1/2013
Student Transportation	21b	With the permission of the director, observe one bus driver during either a morning or afternoon bus route. A summary of observations and any recommendations will be included in the notebook.	Bus Supervisor	1/2013
Food Services	22b	Observe a food service worker in the preparation and delivery of either a breakfast or lunch meal. A summary of the observation focusing on the needs, concerns, and overall assessment of work performed will be included in the notebook.	Food Services Staff	5/2013
Personnel Procedures	23c	Gather information from two or more administrators on relevant and legal questioning/assessment strategies using in interviewing. Compile a list of questions to be using in hiring teachers or administrators, and include it in the notebook.	School Admin.	5/2013
Supervision of the Budget	24d	Complete a requisition for a service or supply item from a budget account. A copy of the requisition and a brief description of the path it follows for approval is to be included in the notebook.	Office Staff Admin.	5/2013

Community/ Public Relations	25a	Interview one or more persons involved in district/school public relations. The interview should include strategies for effective communication to and from the community and the issue of community politics. A summary of the interview will be included in the notebook.	Principals School Public Relations Staff	1/2013
Parent Involvement	26c	Write a short proposal for increasing or improving parent involvement and attitude toward the school. The proposal will be included in the notebook	Myself Mentor	1/2013
Climate for Cultural Diversity	27a	Examine and evaluate the school library with regard to resources that address the heritage and values of culturally diverse populations. A copy of the evaluation and recommendations will be included in the notebook.	Librarian	5/2013
Community/ Business Involvement and Partnerships	28a	Compile a list of social agencies that are available to help and support the students, faculty, and administration. The list of agencies and the major services they provide will be included in the notebook.	Principals Counselor	1/2013
Position Goals and Requirements	29a	Obtain a copy of the job description and evaluation instrument used for the position of study. Analyze the correlation between the requirements listed in the job description and the performance standards of the evaluation. Copies of the job description and evaluation and the analysis will be included in the notebook.	Principals Human Resource	1/2013
Philosophy/ History of Education	30c	Review past school board agendas, reports, and/or minutes. Note significant events, policy changes, and recurring themes or concerns that affect the district/school today. Include a summary in the	Principals Public Relations	5/2013

		notebook.		
Ethics	31d	Following the completion of your local project, consider the ethical beliefs that guided each of your actions. Discuss these beliefs with others involved in the project. Include feedback and any recommendations in the notebook.	Project Members	5/2013
Interpersonal Relationships	32a	Choose from the following list of interpersonal skills the ones you wish to develop throughout the school year. Its is recommended that you choose two to four, but you may add others as you become proficient in your first choices. <ul style="list-style-type: none"> ○ Avoids being defensive when challenged. ○ Accepts criticism ○ Promptly gets back to others with concerns of needs 	Myself Mentor	5/2013
School Board Policy and Procedures/ State and Federal Law	33b	Attend as many board meetings as possible. Include the agendas in the notebook, followed by a list of outcomes/decisions pertaining to each agenda item and any recommendations.	Myself School Board	5/2013
Federal Programs	34f	Interview one professional with experience in writing grants. Review one grant, highlighting the requirements and procedures for writing and submitting the grant, and include it in the notebook.	Admin Faculty	5/2013
Issue and Conflict Resolution	35a	Choose a current issue at your district/school. Find at least two persons on either side of the issue. Meet with the chosen persons in a group or individually to ascertain the goals for each side. Ensure that each side understands the goals of the other side. Develop a list of concerns that each side has about the opposing side. Devise a resolution that helps both sides		5/2013

		achieve their goals and addresses all concerns. Meet with both sides to reach consensus on the new proposal or plan. Include the goals, list of concerns, and consensus on goals in notebook. Include any recommendation for the school/district concerning the issue.		
Current Issues Affecting Teaching and Learning	36a	Compile a list of current issues that affect teaching and learning. Use research literature and perspectives from administrators, teachers, students, and parents in compiling the list. Assess the degree of importance and urgency for each issue. Include your list and assessments with any recommendations in your notebook.		5/2013
Professional Affiliations and Resources	37b	Visit the website of either the NAESP or NASSP, and compile a list of all services and information available to the principal. Consider Joining the relevant association, and begin reading periodicals and keeping up with the advances and concerns of principals across the nation. Summarize your findings and their relevance to the current needs of your school in the notebook.	Principal NEASP or NASSP Website	5/2013
Professional Library	38a	Compile a list of books, publications, training manuals, and district or state publications used or recommended for the position of study. The list should include resources of the highest quality and relevance to the position and educational leadership. The list should be included in the notebook.	Principals Admin	5/2013